

PIKE



## TABLE OF CONTENTS

<b>ARTICLE I – NAME, OBJECT, AND LAWS GOVERNING</b>	<b>6</b>
Section 1 – Name	6
Section 2 – Object	6
Section 3 – Laws Governing	6
<b>ARTICLE II – CHAPTER ORGANIZATION</b>	<b>6</b>
Section 1 – Active Membership Defined	6
Section 2 – Good and Regular Standing	6
Section 3 – Membership Status	7
Section 4 – Elected Officers	7
Section 5 – Appointed Officers	7
Section 6 – Term of Office	7
<b>ARTICLE III – ELECTION OF EXECUTIVE OFFICERS</b>	<b>8</b>
Section 1 – Qualifications	8
Section 2 – Elections and Voting	8
Section 4 – Re-election	9
Section 5 – Filling Vacant Offices	9
<b>ARTICLE IV – EXECUTIVE COUNCIL</b>	<b>9</b>
Section 1 – Duties	9
Section 2 – Members of Executive Board	9
Section 3 – Removal of Officers	9
Section 4 – Non-Voting Members of Executive Board	10
Section 5 – Executive Board Attendance	10
Section 6 – Enforcing Rules	10
Section 7 – President	10
Section 8 – Internal Vice President	11
Section 9 – External Vice President	11
Section 10 – Treasurer	12
Section 10.1 – Finance Committee	13
Section 11 – Chapter Secretary	13
Section 12 – Sergeant-at-Arms	14
Section 13 – Recruitment Chairman	14
Section 13.1 – Recruitment Committee	15
Section 14 – Membership Development Vice President	15

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Section 15 – Health & Safety Officer	16
Section 16.1 – Health & Safety Committee	17
Section 17 – Past President	17
<b>ARTICLE V – CHAIRMAN AND ADDITIONAL OFFICERS</b>	<b>17</b>
Section 1 – Qualifications	17
Section 2 – Appointments	18
Section 3 – Removal	18
Section 4 – Creating a Committee	18
<b>INTERNAL CABINET</b>	<b>18</b>
Section 5 – Alumni Relations Chairman	18
Section 6 – Brotherhood Chairman	19
Section 7 – Fundraising Chairman	19
Section 8 – Historian/Chartering Chairman	19
Section 9 – Scholarship Chairman	20
<b>EXTERNAL CABINET</b>	<b>20</b>
Section 10 – Athletics Chairman	20
Section 11 – Campus Involvement Chairman	21
Section 12 – Community Service Chairman	21
Section 13 – Philanthropy Chairman	22
Section 14 – Public Relations Chairman	22
Section 15 – Social Chairman	23
Section 16 – Special Events Chairman	23
<b>MEMBER DEVELOPMENT CABINET</b>	<b>24</b>
Section 17 – New Member Educator	24
Section 18 – Brother Leader Educator	24
Section 19 – Fraternity Leader Educator	25
Section 20 – Community Leader Educator	26
Section 21 – Chapter Events/Speakers Coordinator	26
<b>ARTICLE VI – JUDICIAL PROVISIONS</b>	<b>27</b>
Section 1 – Members of the Judicial Board	27
Section 2 – Removal of Judicial Board Members	27
Section 3 – Role of the Sergeant-at-Arms	27
Section 4 – Jurisdiction	27
Section 5 – Definition of Member in Good and Regular Standing	27
Section 6 – Reasons a Brother May be Tried Before the Judicial Board	28
Section 7 – Quorum	28

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Section 8 – Judicial Records	28
Section 9 – Conduct	28
Section 10.1 – Scholarship Requirements and Membership Dismissal	28
Section 10.2 – Exemptions for New Members	29
Section 11 – Participation	29
Section 12 – Financial Obligation	29
Section 13 – State-of-Fact Violations	29
Section 14 – Other Violations	29
Section 15 – Failure to Appear Before The Judicial Board	30
Section 16 – Penalties	30
Section 17 – Charges Against a Member of The Judicial Board	30
Section 18 – Matters Subject to Hearing	30
Section 19 – Process for Removal Of Chapter Member	30
Section 20 – Probation	30
Section 21 – Probation Types	30
Section 22 – Membership Dismissal	31
<b>ARTICLE VII – PIKE UNIVERSITY</b>	<b>31</b>
Section 1 – Attendance	31
Section 2 – Budgeting for PIKE <i>University</i>	31
Section 3 – Engagement	32
<b>ARTICLE VIII – FRATERNITY BUSINESS AND MEETINGS</b>	<b>32</b>
Section 1 – Time and Location	32
Section 2 – Notice Required for chapter Meetings	32
Section 3 – Order of Business	32
Section 4 – Parliamentary Procedure	32
Section 5 – Conduct	32
Section 6 – Dress Code	33
Section 7 – Attendance and Tardiness	33
Section 8 – Quorum	33
Section 9 – <i>Ritual</i> in Meeting	33
Section 10 – Mandatory Events	33
Section 11 – Website, Social Media, and Email Usage Policies	33
Section 12 – Event Proposals	33
<b>ARTICLE IX – FINANCES</b>	<b>34</b>
Section 1 – Financial Obligation	34
Section 2 – Fiscal Year Defined	34

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Section 3 – Dues	34
Section 4 – Finance Committee	34
Section 5 – Depository of Funds	34
Section 6 – Accounts	34
Section 7 – Books to Be Kept	34
Section 8 – Delinquency	35
Section 9 – Payment Plans	35
<b>ARTICLE X – NEW MEMBERS</b>	<b>35</b>
Section 1 – Invitation to join	35
Section 2 – New Member Reporting to the International Fraternity	35
Section 3 – Requirements for Initiation (following chapter Installation)	35
Section 4 – Vote for Initiation	36
Section 5 – Terminating Membership	36
<b>ARTICLE XI – INITIATION (to be conducted after chartering) *</b>	<b>36</b>
Section 1 – Supervision	36
Section 2 – Conduction of Ceremony	36
Section 3 – Initiation Reporting to the International Fraternity	36
<b>ARTICLE XII – FRATERNITY SYMBOLS</b>	<b>36</b>
Section 1 – Use Of	36
<b>ARTICLE XIII – INTERPRETATION AND AMENDMENTS</b>	<b>36</b>
Section 1 – Interpretation	36
Section 2 – Other Documents	37
Section 3 – Amendments	37
<b>ARTICLE XIV – HOUSE</b>	<b>37</b>
Section 1 – Respect the House	37
<b>ARTICLE XV – DRUG POLICY</b>	<b>38</b>
Section 1 – Defined	38
Section 2 – Member Policy Violation	39
<b>ARTICLE VI – CHAPTER ADVISOR</b>	<b>39</b>
<b>APPENDICES (Include Membership Contract, Housing Contract, etc.)</b>	<b>40</b>

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## ARTICLE I – NAME, OBJECT, AND LAWS GOVERNING

### Section 1 – Name

This organization shall be known as the Provisional Chapter of the Pi Kappa Alpha International Fraternity at Iowa State University

Any reference to chapter in document shall refer to this organization

Any reference to Fraternity in this document shall refer to Pi Kappa Alpha

Any reference to IFC in this document shall refer to the Interfraternity council of Iowa State University

Any reference to university in this document shall refer to Iowa State University and its administration

Any reference to bylaws in this document shall refer to the Provisional Chapter bylaws

### Section 2 – Object

The object of the Fraternity Shall be:

1. to advance *its members* educational interests
2. to foster and promote *its members* leadership development
3. to make, maintain, and uphold a high standard of life, happiness, and integrity for *its members*
4. unite *its members* in closer bonds of friendship and brotherly union

### Section 3 – Laws Governing

The laws governing this chapter shall be the *Constitution & Chapter Codes* of Pi Kappa Alpha, the *Ritual* of Pi Kappa Alpha, the chapter bylaws, university policies, local, state, and federal laws.

The Provisional Chapter of the Pi Kappa Alpha International Fraternity at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Provisional Chapter of the Pi Kappa Alpha International Fraternity at Iowa State University agrees to annually complete President's and Treasurer's Training.

## ARTICLE II – CHAPTER ORGANIZATION

### Section 1 – Active Membership Defined

To obtain active membership, the member must be in good financial standing with the chapter and Fraternity, enrolled in equal number of credits to be recognized student by the university, and must be in accordance with the Pi Kappa Alpha International *Constitution & Chapter Codes* and all other obligations set forth by the Provisional Chapter.

### Section 2 – Good and Regular Standing

Defined: To be considered in good and regular standing with the Pi Kappa Alpha International Fraternity, the Provisional Chapter, a member must meet academic, conduct, and financial requirements, and retain a position on a committee within the chapter. The academic requirements equal at least a 2.50 cumulative grade point average. To be considered in good financial standing requires less than a \$0 balance on all accounts with the chapter treasurer or associated with all chapter operation at the end of each academic semester. Active members who are not in good and regular standing shall not be allowed to take a little brother, vote in elections, new member votes of approval, vote on bylaw changes or **any** other matters concerning the chapter. (Also See Article VI- Section 5)

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\*chapter cumulative grade point average must be at/or above a 3.00 to remain in good standing with the International Fraternity

### Section 3 – Membership Status

The following status will be assigned to the chapter's members:

1. **Active:** An undergraduate student member in good and regular standing.
2. **Suspended:** A member not in good and regular standing that has been removed from the Fraternity until disciplinary action is fulfilled or corrected. A member's time suspended is contingent upon the time it takes to rectify his disqualifying sanctions. (refer to *Constitution & Chapter Codes: Code 3, Section 14*)
3. **Expelled:** A member not in good and regular standing that has been removed from the Fraternity by Memorial Headquarters and/or the chapter indefinitely. (refer to *Constitution & Chapter Codes: Code 3, Section 12 & 13*)
4. **Alumni:** A member, who has graduated from a four-year college/university, completed seven (7) academic active semesters, has legally married, or has relocated due to military service, all while in good and regular standing. This status is subject to chapter approval.
5. **New Member:** A member of the Fraternity who has accepted and signed a bid from the appropriate active members. This member must maintain good and regular standing financially, academically, no conduct issues, and with attendance requirements set forth within the new member education program.

\*\*\*There is NOT an “inactive” membership status. This is consistent with membership statuses that are recognized by the Pi Kappa Alpha International Fraternity. For a member to release himself from membership, he will need to complete the member resignation form and therefore will no longer be affiliated with the chapter at Iowa State or Pi Kappa Alpha International Fraternity.

### Section 4 – Elected Officers

The elected officers of the chapter shall be the:

1. President
2. Internal vice president
3. External vice president
4. Treasurer
5. Secretary
6. Sergeant-at-arms
7. Health & safety officer

### Section 5 – Appointed Officers

The president shall appoint the membership development vice president and the recruitment chairman. The sergeant-at-arms will appoint the judicial board; the membership development vice president will appoint the member development cabinet; the internal vice president will appoint the internal cabinet; the external president will appoint the external cabinet; and the health & safety officer will appoint the health & safety committee. The elected officers of the executive council shall vote to approve the appointments with a majority vote necessary for approval.

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## **Section 6 – Term of Office**

The positions that compose the executive council shall hold office for a twelve-month term following the installation meeting at the end of **each fall semester**.

The positions that compose the internal, external, and member development cabinets shall hold office for a twelve-month term following the installation meeting at the end of **each fall semester**.

## **Section 7 – Non-Discrimination Statement**

Iowa State University and Provisional Chapter of the Pi Kappa Alpha International do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran unless otherwise exempted by Title IX or other law.

# **ARTICLE III – ELECTION OF EXECUTIVE OFFICERS**

## **Section 1 – Qualifications**

Any member in good and regular standing shall have the opportunity to hold an office on the executive council. The officers of this organization must meet the following requirements:

(a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 3.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

## **Section 2 – Elections and Voting**

Only those in good and regular standing, both academically and financially can vote.

No person shall be eligible to be nominated, vote or run for an elected office in chapter elections during the academic semester in which he joins except for the position of chapter secretary.



Nominations for all elected positions shall be held at regularly scheduled chapter meeting no less than *six weeks* before the end of fall term. Following nominations, the topic is to be tabled for voting at the next chapter meeting. Immediately following the meeting, the chapter secretary shall comprise and provide a list of all nominees to be reviewed by the chapter.

Additional nominees may be added by submitting a nomination notification to the chapter secretary and can be accepted until the day before elections are held.

Speeches, voting, and elections for the **executive council** shall take place in the following order: president, internal vice president, external vice president, sergeant-at-arms, chapter treasurer, and health & safety officer. Appoints for cabinet positions will immediately follow. Chapter Secretary will be appointed by the elected council.

Elections will take place on the fifth to last meeting of fall term. During elections, each candidate shall be allotted *two minutes* to speak on his behalf; the presidential candidates will be allotted *three minutes*. If a candidate is unable to be present for elections, he may submit a written speech to the chapter president who shall read it objectively on the candidate's behalf.

Voting will be closed ballot and shall be counted immediately after the ballots are casts for each position. The sergeant-at-arms and the chapter secretary will count the votes. In the event that these members are running for an office, the chapter can appoint two members to count votes.

Procedures shall be as follows:

- 6<sup>th</sup> to Last Meeting: Open nominations accepted only to the secretary, until midnight of the Saturday prior to the next chapter meeting.
- 5<sup>th</sup> to Last Meeting: Speeches, voting, and elections.
- Last Meeting: Installation of new officers.

Officers shall be installed at the last chapter meeting of the fall term

All votes are final in regard to any and all matters concerning the chapter.

Voting shall be fair, equitable, and in the best interest of the chapter. All votes shall be counted and considered equally- irrespective of race, religion, and sexual orientation.

## **Section 4 – Re-election**

There shall be no limit for the number of terms a member may serve.

## **Section 5 – Filling Vacant Offices**

Under an officer resignation, or the officer falls below qualifications set forth in Article III Section 1, the chapter president shall appoint a candidate to fill the vacant position. The executive council shall vote to approve the candidate with a two-thirds vote. In the event that the president resigns or falls below qualifications, the internal vice president will assume his duties until an election can be held. Elections will follow the same guidelines listed in Section 3.

## ARTICLE IV – EXECUTIVE COUNCIL

### Section 1 – Duties

The duties of the officers shall be those prescribed in the *Constitution & Chapter Codes* of the Pi Kappa Alpha International Fraternity, and those prescribed in the chapter bylaws.

### Section 2 – Members of Executive Board

The members of executive council shall be the following:

President	Sergeant-at-arms
Internal vice president	Recruitment chairman
External vice president	Membership development vice president
Treasurer	Health & safety officer (Designated for Risk Management)
Secretary	Past president

### Section 3 – Removal of Officers

Any officer may be removed from office by the following procedure:

1. A petition signed by 6 (*six*) new or active members or 10 (*ten*) percent of the chapter (whichever is greater) must be filed with the sergeant-at-arms (or chapter president if the officer under review happens to be the sergeant-at-arms). Any member signing the petition must be in good and regular standing with the chapter and the International Fraternity.
2. The petition must state the reasons for removal of the officer and the executive council shall deliberate on the petition. The member in question may not sit in on the deliberations. The executive council shall provide a full report to the chapter stating its findings, provided that the petitioning members' names will not be disclosed.
3. An affirmative vote for removal by two-thirds of the members present at a duly constituted meeting shall affect the removal from office and the office shall, at this time be declared vacant.

### Section 4 – Non-Voting Members of Executive Board

The chapter president and past chapter president shall be involved in all executive council meetings but shall not be permitted to vote on matters before the executive council. A *two-thirds majority* of the voting members of executive council must be present to vote. In the event of a tie, the president shall cast the deciding vote.

### Section 5 – Executive Board Attendance

All members of the executive council are expected to attend all executive council and chapter meetings, and to arrive on time. All executive council meetings shall be promptly called to order at the designated time. Any brother not present at that time will be deemed absent.

A member who is absent for the executive council meeting must meet with the sergeant-at-arms to discuss his absence. If the absence is deemed *unexcused*, the absent brother may be fined \$15. If the sergeant-at-arms is absent, he must meet with the chapter president to discuss his absence. If an executive council member accrues *three unexcused absences* in *one term*, he may be removed from his position.

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## Section 6 – Enforcing Rules

It shall be the duty of the chapter president, all other chapter officers, and judicial board members to read, thoroughly understand, and enforce all provisions of the *Constitution & Chapter Codes* of the Pi Kappa Alpha International Fraternity, chapter bylaws, and policies in this chapter.

## Section 7 – President

The president shall preside over all chapter meetings and serve as chairman to the executive council. He will direct officers and board members on how to perform their duties. He will read and sign the Supreme Council policies on hazing, officer status, and chapter in good standing.

The president is the official spokesman for the chapter and acts as the liaison between the chapter and the alumni, faculty and administration, the Interfraternity Council, the community, and the International Fraternity. The president is the *only member* of the Fraternity who is permitted to sign contracts on behalf of the chapter (after consulting the chapter advisor).

### Primary Expectations:

- To support and uphold chapter bylaws, the *Ritual* and *Constitution & Chapter Codes* of the Pi Kappa Alpha International Fraternity
- Attend the Chapter Executives Conference
- Represent the chapter as the delegate at the International Convention, during convention years (even years)
- To oversee chapter operations and general membership
- Hold weekly executive council meetings with the executive council
- To manage crisis situations
- To promote positive relations with surrounding neighborhoods, the university, and Greek community
- To represent the chapter on a regular basis with university, community, alumni, and International Fraternity ambassadors
- Be familiar with the chapter president handbook and resources on pikes.org
- Manage chapter specific president handbook
- Ensure the completion submission of the Year End Summary
- To conduct a successful transition with successor

## Section 8 – Internal Vice President

The internal vice president shall perform the duties of the president in his absence; is in charge of overseeing the internal chairmen; serves as personal representative of the executive council; reports to the executive council on the functioning of each chairman position; holds weekly meetings with the internal cabinet to assess the progress and goals of each chairmen; upholds and is familiar with all chapter bylaws, *Constitution & Chapter Codes*, and university policies or procedures; assists in the facilitation of chapter goal setting and transition retreats. He shall also be involved in the completion of the year end summary.

### Primary Expectations:

- Set goals for internal operations

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- Set the internal operations budget
- Hold weekly internal cabinet meetings
- Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- Create and maintain a uniform chapter specific internal vice president handbook including guidelines, ideas, and suggestions for future internal vice presidents
- Ensure all chairmen in the internal cabinet are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
- Ensure all chairmen in the internal cabinet coordinate successful transitions to their successors
- Assist in the completion and submission of the Year End Summary
- He is *directly responsible* for the following chairmen and their committees:
- Alumni relations chairman
- Brotherhood chairman
- Fundraising chairman
- Historian/charter chairman
- Scholarship chairman

## Section 9 – External Vice President

The external vice president shall perform the duties of the president in his and the internal vice president's absence; is in charge of overseeing the external cabinet; serves as personal representative of the executive council; reports to the executive council on the functioning of each chairman position; holds weekly meetings with the external cabinet to assess the progress and goals of each chairman; upholds and is familiar with all chapter bylaws, *Constitution & Chapter Codes*, and university policies or procedures; assists in the facilitation of chapter goal setting and transition retreats. He shall also be involved in the completion of the Year End Summary.

### Primary Expectations:

- Set goals for external operations
- Set the external operations budget
- Hold weekly external cabinet meetings
- Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- Create and maintain a uniform chapter specific external vice president handbook including guidelines, ideas, and suggestions for future internal vice presidents
- Ensure all chairmen in the external cabinet are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
- Ensure all chairmen in the external cabinet coordinate successful transitions to their successors
- Assist in the completion and submission of the Year End Summary
- He is *directly responsible* for the following chairmen and their committees:
  - Athletics chairman
  - Campus involvement chairman
  - Community service chairman
  - Philanthropy chairman
  - Public relations chairman
  - Social chairman

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- o Special events chairman

## Section 10 – Treasurer

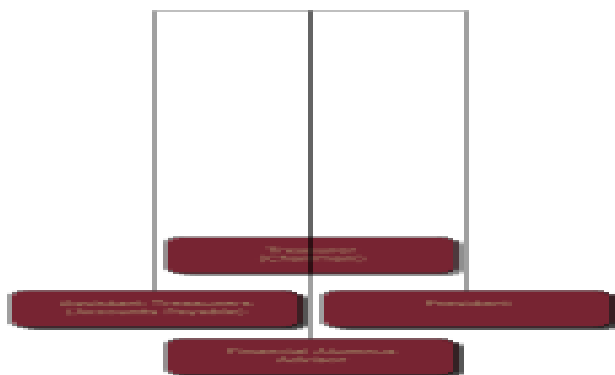
The treasurer shall be responsible for the chapter's finances. The treasurer shall preside over the finance committee, which will work with the president to prepare a chapter budget on a *semester basis*. He is responsible for collecting and depositing all monies due from members and shall pay dues to the International Fraternity. He will prepare and file weekly committee finance reports and make a monthly report to the chapter. The treasurer is responsible for filing the 990 tax form by the November 15<sup>th</sup> deadline each year. If the treasurer fails to have this form filled out and submitted on time, he shall be responsible for any penalties given to the chapter. He will be responsible for maintaining accurate documentation of expenditures and income; this includes saving receipts and keeping books up to date, so the chapter is prepared for an audit. He shall also be involved in the completion of the Year End Summary.

### Primary Expectations:

- Pay all yearly fees and assessments in accordance with the International Fraternity's financial policies in a timely manner (Liability Protection Program [LPP]: \$6,000; chapter Assessment: \$3,000 + \$57.50 per initiate; & \$290 one-time initiation/membership fee). Payment dates are as follows: Sept. 1: \$3,000 (LPP); Oct. 1: \$1,500 chapter Assessment + \$28.75 per initiate on the chapter's roster; Fall semester one-time initiation fee: \$290 per new initiate; Jan. 1: \$3,000 (LPP); Feb. 1: \$1,500 chapter Assessment + \$28.75 per initiate on the chapter's roster; Spring semester one-time initiation fee: \$290 per new initiate.
- Maintain chapter specific financial program
- Maintain the chapter's financial program
- Attend the Chapter Executives Conference
- Work in association with the chapter secretary to report all membership changes, new members, initiations, resignations, and expulsions via OmegaFi Vault in accordance with the Fraternity's membership policies.
- Pay all debts to local organizations in a timely manner.
- File all tax forms required by the government to ensure that the chapter maintains its status as a non-profit organization.
- In association with the chapter finance committee, prepare a balanced budget for each semester.
- Collect all moneys owed to the chapter.
- Maintain accurate financial records.
- Present weekly/monthly financial reports to the chapter including account balances as well as upcoming expenses.
- Be familiar with the treasurer handbook and resources on pikes.org
- Properly transition successor
- Chair the finance committee

## Section 10.1 – Finance Committee

The finance committee oversees the budgeting process and enforces the financial policies of the chapter. Most commonly, the committee is composed of the chapter treasurer (*who acts as chairman*), the financial alumnus advisor, assistant treasurers, and the past chapter treasurer (*if available*).



## Section 11 – Chapter Secretary

The secretary shall maintain a record of the proceedings of the chapter in a minute book (may be an electronic file) and submit such on the 15<sup>th</sup> of each month to the chapter advisor. The secretary is responsible for maintain a current roster **each semester** ensuring that the chapter roster is current and debts to the IFC are accurate. The secretary shall also serve as the chapter correspondent to international fraternity reporting all new members, initiation, resignation, and expulsions records. He shall also be responsible for preparing the Year End Summary.

### Primary Expectations:

- Report all initiations to the International Fraternity no later than five days prior to the day of initiation
- Report all new members joining to the International Fraternity no later than five days prior to the formal new member pinning ceremony
- Report all transfer students wishing to affiliate, to the Memorial Headquarters and the university within five days of the chapter's vote to accept him as a member
- Report all members who enter alumni status, to the Memorial Headquarters and the university, within five days of graduation
- Forward all correspondence or forms needed for resignations, expulsions and reinstatements to the Memorial Headquarters and the university
- Report the election of all new officers to the Memorial Headquarters and the university
- Order all needed supplies from the Memorial Headquarters (e.g., Garnet and Gold books, new member pins, member badges, new regalia, etc.)
- Update the chapter bylaws by including all new amendments passed each semester
- Update the fraternity roster with the university for accurate reports on scholarship
- Create and maintain a uniform chapter specific secretary handbook including guidelines, ideas, and suggestions for future secretary and be familiar with the chapter secretary handbook and resources on pikes.org
- Assist in the completion and submission of a Year End Summary/petition to charter

## Section 12 – Sergeant-at-Arms

The sergeant-at-arms shall head the judicial board, which is charged with upholding the chapter's bylaws and has the power to levy fines for violations of chapter standards. He shall oversee the *Ritual* coordinator and his committee to see that *Ritual* ceremonies are carried out in a serious and respectful manner. He will maintain the safekeeping of all chapter regalia and meeting room property and is

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responsible for performing an annual bylaw review and shall bring before the executive council items that may need to be added or amended. He shall also be responsible for maintaining order during chapter meetings, enforcing dress code and keeping members on task. The sergeant-at-arms shall also serve as the meeting parliamentarian enforcing Robert's Rules of Order.

**Primary Expectations:**

- Hold bi-weekly judicial board meetings with proper procedures and documentation of results.
- Ensure conduct and order for chapter meetings, formal pinning and initiation are done so correctly and respectfully.
- Coordinate with the treasurer and new member educator to ensure that new member pins and Fraternity badges are purchased through the International Fraternity for their respective ceremonies
- Maintain the safekeeping of all Fraternity memorabilia and purchasing replacements when necessary. Upon chartering, maintain the safekeeping of chapter regalia and chair *Ritual* committee.
- Keep chapter meetings on track to ensure that they are no more than one hour in length.
- Review and update/revise the chapter bylaws on a yearly basis, especially following International Convention years (even years).
- Is familiar with all chapter bylaws, Pi Kappa Alpha *Constitution and Chapter Codes*, university policies and procedures, and is familiar with the chapter treasurer handbook and resources on pikes.org
- Appoint and oversee the judicial board and *Ritual* committee

### **Section 13 – Recruitment Chairman**

The recruitment chairman shall oversee the recruitment committee ensuring that the chapter's recruitment process runs efficiently. He is responsible for educating members on PIKE's recruitment program--this may include a recruitment retreat/training during meetings. He shall be responsible for reserving and tabling at on campus organization fairs; coordinating volunteers to help with move-in and any IFC recruitment events; creating promotional materials; and will conduct interviews with all potential new members and extend bids with the approval of the recruitment committee.

**Primary Expectations:**

- Setting recruitment goals and devising strategies to accomplish them
- Attend the Chapter Executives Conference
- Educating the chapter on effective recruitment techniques
- Motivating the chapter to recruit aggressively and strategically
- Managing and delegating tasks to the recruitment captains
- Maintaining the ChapterBuilder account that keeps track of all potential members
- Incorporating year-round recruitment into all chapter activities
- Making the final decision on who gets invited to join
- Be familiar with the recruitment chairman handbook, chapter/university-specific recruitment strategies, and resources on pikes.org
- Oversee the recruitment committee

## Section 13.1 – Recruitment Committee

The recruitment committee is responsible for carrying out delegated tasks from the recruitment chairman. Some sample recruitment captains that compose the committee include:

- Recruitment event captain – in charge of planning and organizing events. Procures materials, makes reservations, sets up events, and coordinates clean-ups.
- Marketing captain – prints flyers, t-shirts, and other promotional materials. Finds creative ways to get the word out about joining PIKE.
- Summer recruitment captain – manages involvement at summer orientations and other recruitment events throughout the summer months.
- Referral generation captain – organizes presentations to campus organizations (sororities) and contacts professors and alumni to generate contact information for possible recruits.
- Recruitment scholarship captain – administers recruitment scholarship program. Sends out applications to incoming male freshmen, collects information, and presents the award to the recipient.
- ChapterBuilder captain – manages ChapterBuilder account and contacts recruits.
- transportation captain – in charge of facilitating recruit’s participation in events by setting up transportation to and from the event.
- Brotherhood captain – in charge of “recruiting the chapter” to participate in recruitment, show up to events, and contribute referrals to ChapterBuilder.
- (4) SLAG captains – *scholastics captain*: recruits scholars through as recruitment scholarship and by targeting the Dean’s list students. *Leadership captain*: in charge of recruiting leaders from other organizations such as student government or professional groups. *Athletic captain*: in charge of recruiting players from intramural sports teams, club sports, meeting with varsity coaches to recruit varsity athletes. And *gentlemen captain*: finds gentlemen by conducting sorority presentations and asking women for recruitment recommendations.

## Section 14 – Membership Development Vice President

The membership development vice president shall oversee the chapter’s comprehensive member development program (*True PIKE Experience*); aid in the planning and organizing of the *True PIKE Experience* educational curriculum, is in charge of overseeing the member development team; serves as personal representative of the executive council; reports to the executive council on the functioning of each educator position; holds weekly meetings with the member development cabinet to assess the progress and goals of each position; upholds and is familiar with all chapter bylaws, *Constitution & Chapter Codes*, and university policies or procedures; assists in the facilitation of chapter goal setting and transition retreats. He shall also be involved in the completion of the Year End Summary.

### Primary Expectations:

- Set goals for the member development program (*True PIKE Experience*)
- Set the member development operations budget
- Hold weekly member development cabinet meetings
- Work with the executive council to organize a chapter goal-setting retreat, officer retreat, and transition retreat
- Create and maintain a uniform chapter-specific member development vice president handbook including guidelines, ideas, and suggestions for future vice presidents of member development

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- Ensure all educators in the member development team are maintaining uniform handbooks including guidelines, ideas, and suggestions for future chairmen
- Ensure all educators in the member development cabinet coordinate successful transitions to their successors
- Assist in the completion and submission of the Year End Summary
- He is *directly responsible* for the following educators and their committees:
  - New member educator
  - Brother leader educator
  - Fraternity leader educator
  - Community leader educator
  - Chapter events/speakers coordinator

## **Section 15 – Health & Safety Officer (Dual Role: Risk Management Officer)**

The health & safety officer shall oversee the health & safety committee and is responsible for providing a safe environment during all chapter events and educating the chapter members regarding health & safety. The health & safety officer will work with the membership development vice president and new member educator to host health & safety presentations. He will also work directly with the organizers of all social events to provide a safe environment for all brothers and guests. health & safety officer shall develop and revise the chapter health & safety policy and crisis management plan. He shall be responsible for coordinating the event monitor program and will hold members accountable to their duties. He will also be designated as Risk Management Officer for the chapter. This means he will make sure events are properly registered in accordance with IFC and the university's policies.

### **Health, & Safety Expectations:**

- Become familiar with, update, and enforce the health and safety and crisis management policies
- Ensure that the chapter is educated and adheres to the Fraternity *Standards, Constitution and Chapter Codes* of the Fraternity, the chapter's health and safety policies, the Interfraternity Council (IFC) and the universities policies
- Ensure all chapter functions are conducted in accordance with the Fraternity's Standards
- Ensure that all new members should be educated on, adhere to, and sign the *Chapter Statement of Position on Hazing*
- Meet regularly with the health & safety advisor
- To educate the social chairman in health and safety best practices
- To conduct a program of education for the chapter in the areas of fire prevention, safety measures, drugs and alcohol, hazing, sexual abuse and emergency procedures to be utilized in the event of a crisis.
- To allow the chapter's facility, if any, to be inspected by a qualified official for the purpose of maintaining it in a safe condition.
- To report violations of the health and safety plan, if any, to the chapter at a regular chapter meeting, and at regular times and places to encourage the chapter members to abide by the health and safety plan.
- To make quarterly assessments of the chapter's health and safety practices and make recommendations to the executive council of the chapter.
- To report immediately to the Fraternity's staff any occurrences that might give rise to a claim against the chapter, its alumni association, its local house corporation and/or the Fraternity.

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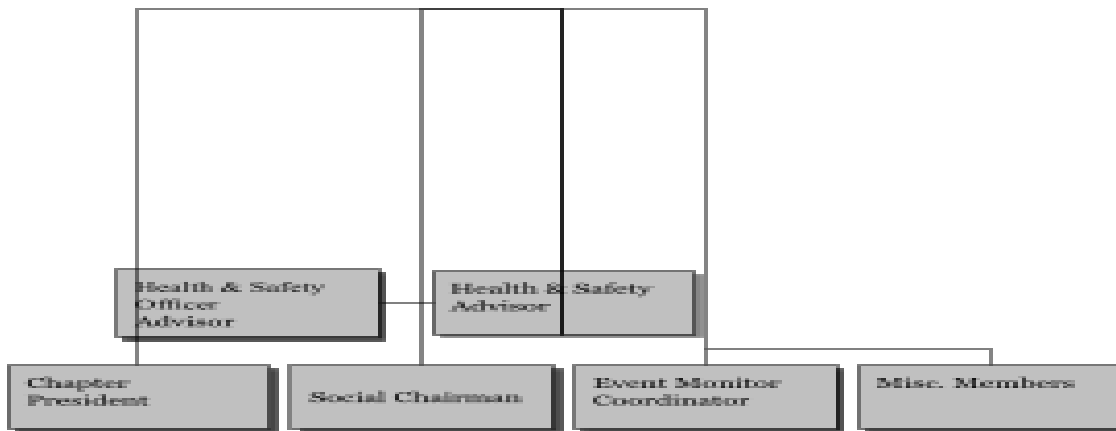
- Be familiar with the health & safety officer handbook and resources on pikes.org
- Oversee the health & safety committee

**Risk Management Expectations:**

- help minimize potential risks for club activities,
- recommend risk management policies or procedures,
- to submit documentation to ISU’s Risk Management Office and
- and to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).

**Section 16.1 – Health & Safety Committee**

The chapter’s health & safety officer supervises the health & safety committee. He is responsible for the overall management of the program. He should make sure that his committee members are educated and dedicated to effective health and safety practices, in general, and to their particular area of responsibility. Below is the health and safety committee structure (see handbook for more details):



**Section 17 – Past President**

The past-president shall be filled by the out-going president when the position changes hands. He will remain in this position until the current president leaves office and shall act as an advisor to the executive council.

**ARTICLE V – CHAIRMAN AND ADDITIONAL OFFICERS**

**Section 1 – Qualifications**

Any chapter member in good and regular standing shall have the opportunity to hold a chairman or committee position. It is **mandated that all members** shall participate in or shall preside over a committee in either a chairman position or in committee membership each semester.

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No executive council member may hold any additional office outside his position on the executive council. However, if one of the vice presidents is unable to fill their cabinet with a qualified candidate, any member on the executive council or member already holding a cabinet position may fill the given position. The member chosen to fill both positions will be at the discretion of the vice presidents.

No member may hold multiple chairman positions at the same time, except when circumstances occur. Members may serve on multiple committees.

## **Section 2 – Appointments**

Appointments will take place as follows:

1. The chairman positions will appoint their committees in conjunction with their respective vice president.
2. The treasurer will appoint the finance committee.
3. The recruitment chairman will appoint the recruitment committee.
4. The vice president of member development will appoint the education committee.
5. The sergeant-at-arms will appoint the judicial board.

All appointments *are* subject to approval by the executive council.

## **Section 3 – Removal**

Any chairman or committee member may be removed from his position by his immediate superior. (i.e. Vice presidents removing chairmen).

In addition, chairmen and assistants may be removed following the same procedure outlined in ARTICLE IV, Section 3.

## **Section 4 – Creating a Committee**

A member of the executive council and/or a chairman may create additional committees and appoint members to the committees to assist him in carrying out his responsibilities or on a need to basis. The created committee is subject to approval by the executive council.

**Examples of potential committees: Greek Week committee; All-Campus Leadership Awards & Greek Awards Nomination committee; Advisory Board Search committee.**

## **INTERNAL CABINET**

### **Section 5 – Alumni Relations Chairman**

The alumni relations chairman is responsible for keeping an open line of communication between the chapter and Pi Kappa Alpha alumni. The Chairman will develop an accurate contact record keeping system, organize annual events for area alumni, and publish and distribute a newsletter once a term. The alumni relations chairman will also work to develop and maintain an active alumni advisory board and an area alumni association. The alumni relations chairman shall maintain a database or files of alumni and keep the International Fraternity advised of all address changes.

#### **Primary Expectations:**

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- Structure and organize an alumni relations committee (newsletter coordinator, tailgate coordinator).
- Maintain a comprehensive alumnus contact database
- Organize and hold a minimum of one alumni phone-a-thon to update database
- Organize and hold one major alumni event each semester with documented attendance
- Create and distribute a minimum of one physical alumni newsletter each semester
- Create and distribute two electronic newsletters (one a semester)
- Work with the executive council to organize and maintain a six-man alumni advisory board
- Work with secretary to record outgoing seniors as alumni
- Help bring in alumni speakers for continuing education events
- Find alumnus to fulfill alumnus charge at initiation
- Work with alumni to make job opportunities available to chapter members
- Create and maintain a uniform alumni relations handbook/program including guidelines, ideas, and become familiar with resources on pikes.org
- Assist in the completion and submission of a Year End Summary

## **Section 6 – Brotherhood Chairman**

The brotherhood chairman is responsible for organizing brothers' only events and for communicating all news and events to the brothers by sending out announcements to the chapter distribution list. He is responsible for coordinating brotherhood events and should hold at least *two* major events per term.

### **Primary Expectations:**

- Structure and organize a brotherhood committee (retreat coordinator, senior programming coordinator)
- Set brotherhood budget
- Host annual/semester brotherhood events
- Maintain the brotherhood handbook/program and become familiar with resources on pikes.org
- Assist in the completion of the Year End Summary

## **Section 7 – Historian/Chartering Chairman**

The historian is responsible for recording and preserving the chapter history and chapter family lines; any Greek events, school events, sporting events, and other significant items should be documented. He will prepare and maintain a photo file of all brothers and their pertinent personal information. He shall be responsible for creating a yearly historical book. He will also care for any trophies or memorabilia of the chapter.

### **Primary Expectations:**

- Structure and organize an historian committee (Year End Summary coordinator and composite)
- Take pictures/videos at all chapter events to be included in an annual photo book and for the Year End Summary
- Ensure all chapter plaques are up to date (annual awards, etc.)

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- Maintain the chapter history handbook/program and become familiar with the resources on pikes.org
- Assist in the completion of the Year End Summary.

## **Section 8 – Scholarship Chairman**

The scholarship chairman is responsible for promoting excellence in academics within the chapter and providing academic assistance to the chapter members. He will establish the chapter scholarship program and set up incentives for excellence in academics. His duties include building a test file and establishing a tutor system. The scholarship officer will forward the records of any brother not up to chapter and/or Fraternity standards to the president and judicial board via the sergeant-at-arms. He will also obtain all proper forms and releases that are required to monitor members' academic standing. He will work alongside the sergeant-at-arms to hold members accountable that are on academic probation.

### **Primary Expectations:**

- Structure and organize a scholarship committee
- Complete university grade release forms for members grade point averages to be released to the chapter
- Implement and maintain a scholarship program that:
  - Rewards chapter members for positive scholastic performance including chapter awards, prizes, monetary gifts and other incentives
  - Applies circumstances to chapter members for negative scholastic performance including attending tutoring services, attending study hours, complete class attendance forms and other circumstances
  - Notifies chapter members of services and awards on campus offered by the institution
  - Allows chapter members to get involved with an internal chapter tutoring program
  - Offers course study files that include notes, previous assignments, previous tests, etc. for reference
- Create and maintain a uniform scholarship handbook/program including guidelines, ideas, and suggestions for future scholarship chairman
- Assist in the completion and submission of a Year End Summary

## **EXTERNAL CABINET**

### **Section 9 – Athletics Chairman**

The athletics chairman is responsible for organizing teams for participation in intramural sports. He will register all the teams with the proper authorities, field a team for every IFC sport, appoint a captain for every team, and update the chapter on the IFC standings. The athletics chairman shall also enter teams in other Fraternity and sorority athletic philanthropy events and give awards to the chapter for Athlete of the Week, Athlete of the Term, and Athlete of the Year.

### **Primary Expectations:**

- Structure and organize an athletics committee
- Responsible for arranging purchase of intramural team jerseys
- Become familiar with intramural schedule and staff

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- Field teams for philanthropic competitions—seek out best players
- WIN CHAMPIONSHIPS
- Create and maintain a uniform athletics handbook/program including guidelines, athletic equipment inventory, ideas, and suggestions for future athletics chairman
- Assist in the completion and submission of a Year End Summary

## **Section 10 – Campus Involvement Chairman**

The campus involvement chairman is responsible for promoting involvement in campus organizations and supplying members with information regarding student organizations' membership requirements, registration deadlines, and contact names. He will also be required to keep a current list of all chapter members involved in campus organizations. One goal of the campus involvement chairman should be to have 100% chapter participation in at least one campus activity other than Pi Kappa Alpha.

### **Primary Expectations:**

- Structure and organize a campus involvement committee
- Update and maintain an active list of chapter members and the organizations they are involved in and the offices held.
- Aim to have a Pi Kappa Alpha member on each of the following campus wide leadership councils EVERY YEAR:
  - Interfraternity Council (IFC)
  - Student Government Association (SGA)
  - Club sports
- Set up members not in a club/org with meetings with the campus involvement ambassadors to find them a club relevant to their interests/major. Work with the new member educator to get them involved as well.
- Encourage attendance of members at all campus events (i.e. sporting events, club fairs, and other opportunities to increase positive presence on campus.)
- Create and maintain a uniform campus involvement handbook/program including guidelines, ideas, and suggestions for future campus involvement chairman
- Assist in the completion and submission of a Year End Summary

## **Section 11 - Community Service Chairman**

The community service chairman is responsible for coordinating the chapter's community service programs. His duties include developing a list of possible community service projects, establishing two annual philanthropy events, and organizing regular community service projects throughout the year. He is also responsible for recording all community service hours accumulated by individual members and the chapter as a whole.

### **Primary Expectations:**

- Structure and organize a community service committee (service hours documenter, service event coordinator)
- Set goals for hours per man
- Creating and maintain a community service spreadsheet to track the community service of each chapter member, each event, and overall chapter efforts
- Host one major community service event annually
- Co-host one major community service event with another student organization annually

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- Participate in other major community service events around campus
- Create and maintain a uniform community service handbook/program including guidelines, ideas, and suggestions for future community service officers, and become familiar with resources on pikes.org
- Assist in the completion and submission of a Year End Summary

## **Section 12 – Philanthropy Chairman**

The philanthropy chairman is responsible for coordinating the chapter's annual philanthropies as well as coordinating the Pi Kappa Alpha's involvement in other philanthropic events on campus.

### **Primary Expectations:**

- Structure and organize chapter specific philanthropy and coordinate with other Greek organizations to participate in theirs
- Create and maintain a philanthropy spreadsheet to track the philanthropy efforts of each chapter member, each event, and the overall chapter including dollars raised
- Host two major philanthropy events annually
- Co-host one major philanthropy event with another student organization
- Participate in other major philanthropy events around campus (external philanthropy coordinator is responsible for informing the chapter of obligations of participating and coordinating that the tasks are completed (i.e. Posters, coin drops, etc.)
- Create and maintain event planning guidelines to ensure the success of the event for the future.
- Ensure that adequate planning is put into the annual philanthropy events and packets are distributed to all campus clubs and organizations in advance.
- Assist in the completion of the Year End Summary

## **Section 13 – Public Relations Chairman**

The public relations chairman is charged with promoting and maintaining the proper image of Pi Kappa Alpha. He is largely responsible for maintaining good relations among fellow Greek organizations, the university, and the local residents of the community. He will promote the chapter by submitting articles and pictures of events to local newspapers, the university, the IFC, and the Fraternity.

### **Primary Expectations:**

- Structure and organize a public relations committee (press release coordinator, sorority relations coordinator)
- Identify key stakeholders (sororities, professors, organizations, media outlets etc.)
- Supports other committee initiatives with public relations and marketing
- Builds and maintains relationships with key campus stakeholders
- Designs and manages the chapter's PIKE brand
- Secures media hits for newsworthy chapter stories
- Presents flowers to sororities during serenades and their Founders' days
- Surveys sororities and campus organizations to gauge community perception of the chapter
- Distribute thank-you cards
- Develops and distributes a parent's newsletter
- Ensures chapter-sponsored events align with the chapter's PIKE brand
- Identify potential special initiatives and invite them to join

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- Send press releases to local outlets promoting the chapter's successes
- Maintain a public relations handbook/program and review resources on pikes.org
- Assist in the completion of the Year End Summary

## **Section 14 – Social Chairman**

The social chairman is responsible for planning and coordinating all social events for the chapter including sorority mixers, formal events, and date parties. He will work closely with the health & safety officer to ensure that a safe environment is provided for all members and guests at chapter social events. All events must be run in accordance with the rules and guidelines of the chapter social bylaws, as well as IFC and university regulations. He shall plan all social functions in accordance with International Fraternity's health and safety policies and procedures and prepare an up-to-date social calendar for all scheduled events for his term.

### **Primary Expectations:**

- Structure and organize a social committee (PIKE formal coordinator, serenades/sorority exchange coordinator)
- Work closely with the chapter's health & safety officer and become familiar with the chapter's risk management policy to ensure that all social events are safe and in accordance with IFC and university guidelines.
- Attend the annual calendar selection to select social dates on behalf of the chapter
- Coordinate serenade plans including educating members on chapter songs, ensuring the serenade event runs smoothly, and getting gifts for our Dream Girl.
- Plan one formal event annually including the year end formal where members will be recognized for awards arranged by social committee.
- Arrange for the Dream Girl announcement at the year-end formal event where she will be presented with PiKA letters arranged by the social committee
- Arrange a social exchange with each sorority annually
- Arrange social exchanges with fellow fraternities
- Become the socially preferred fraternity on campus
- Encourage member participation in Greek events
- Have a member on the social committee that is close with each sorority
- Ensure a successful transition

## **Section 15 – Special Events Chairman**

The special events chairman is responsible for planning and coordinating any events that do not specifically fall under the jurisdiction of another committee. This Chairman shall, at the bare minimum, be responsible for the enrollment and representation of Pi Kappa Alpha at Parents Day, Founders Day, and is responsible for coordinating the chapter's efforts in these events.

### **Primary Expectations:**

- Structure and organize a special events committee (Parents Day Coordinator, Founders Day Coordinator)
- Plan a Founders Day event
- Host a Parents event
- Assist in the planning and coordinating of all chapter events

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- Ensure a successful transition

## MEMBER DEVELOPMENT CABINET

### Section 16 – New Member Educator

As the new member educator, you are the primary educator and organizer of the new member education curriculum and involvement within your chapter. Additionally, the new member educator is responsible for onboarding new members with the Fraternity and its processes.

#### Primary Expectations

- Become familiar with all new member education resources in *myPIKE* including curriculum, tracking, facilitator guides, and presentations
- Oversee the continuous development of the new member education program
- Facilitate new member orientation
- Facilitate new member education curriculum and onboard new members with the Fraternity
- Plan, organize, and coordinate the new member education schedule each semester/quarter
- Assess new members on progress with learning objectives
- Coordinate with the treasurer/secretary to ensure new members are reported through OmegaFi Vault
- Ensure each new member has completed his *myPIKE* profile after receiving the email notification from OmegaFi after he is reported by the chapter on OmegaFi Vault and that he completes the CampusReconnect module in his *myPIKE* account
- Ensure new members receive the Garnet & Gold and new member pins
- Ensure new members have budgeted for the \$290 initiation fee (per initiate) and chapter dues
- Assist the sergeant-at-arms and *Ritual* chair with the execution of new member pinning and initiation ceremonies
- Ensure new members are appointed mentors, and assist with the mentor program
- Take role at each new member education meeting in order to track and measure attendance
- Report during chapter meeting: education meeting schedule, involvement updates (i.e. new member leaderboard)
- Ensure at least 80% attendance by new members at new member education meetings
- Retain 80% or above of the new member class by the time initiation arrives
- Ensure new members are achieving set goals, and new member involvement benchmarks
- Attend weekly member development cabinet meetings
- Report progress to the membership development vice president
- Prepare any supplemental material
- Prepare and become familiar with weekly educational presentations
- Develop and hold an orientation seminar for each new member introducing the *True PIKE Experience* and the Fraternity
- Update and revise curriculum as needed
- Review position with the membership development vice president and return any written notes to successor and any other materials that were developed during your tenure as the new member educator for future use

## Section 17 – Brother Leader Educator

As the brother leader educator, you are the primary educator and organizer of the brother leader education curriculum and involvement within your chapter.

### Primary Expectations:

- Become familiar with all brother leader education resources in *myPIKE* including curriculum, facilitator guides, and presentations
- Facilitate brother leader education curriculum
- Plan, organize, and coordinate the brother leader education schedule each semester/quarter
- Assess brother leaders on progress with learning objectives
- Encourage brother leaders to participate within the program
- Assist with the mentor program
- Take role at each brother leader education meeting in order to track and measure attendance
- **Report during chapter meeting:** education meeting schedule, involvement updates (i.e. brother leader leaderboard)
- Ensure at least 80% attendance by brother leaders at brother leader education meetings
- Ensure brother leaders are achieving set goals, and brother leader involvement benchmarks
- Attend weekly member development cabinet meetings
- Report progress to the membership development vice president
- Prepare supplemental material
- Prepare and become familiar with bi-weekly educational presentations
- Update and revise curriculum as needed
- Review position with the membership development vice president and return any written notes to successor and any other materials that were developed during your tenure as the brother leader educator for future use

## Section 18 – Fraternity Leader Educator

As the fraternity leader educator, you are the primary educator and organizer of the fraternity leader curriculum and involvement within your chapter.

### Primary Expectations:

- Become familiar with all fraternity leader education resources in *myPIKE* including curriculum, facilitator guides, and presentations
- Facilitate fraternity leader education curriculum
- Plan, organize, and coordinate the fraternity leader education schedule each semester/quarter
- Assess fraternity leaders on progress with learning objectives
- Encourage fraternity leaders to assume mentorship roles
- Assist the alumni relations chairman in providing fraternity leader mentors
- Take role at each fraternity leader education meeting in order to track and measure attendance
- **Report during chapter meeting:** education meeting schedule, involvement updates (i.e. fraternity leader leaderboard)
- Ensure at least 80% attendance by fraternity leaders at fraternity leader education meetings

- Ensure fraternity leaders are achieving set goals, and fraternity leader involvement benchmarks
- Attend weekly member development cabinet meetings
- Report progress to the membership development vice president
- Prepare supplemental material
- Prepare and become familiar with bi-weekly educational presentations
- Update and revise curriculum as needed
- Review position with the membership development vice president and return any written notes to successor and any other materials that were developed during your tenure as the fraternity leader educator for future use

## Section 19 – Community Leader Educator

As the community leader educator, you are the primary educator and organizer of the community leader education curriculum and involvement within your chapter.

### Primary Expectations:

- Become familiar with all community leader education resources in *myPIKE* including curriculum facilitator guides, and presentations
- Facilitate community leader education curriculum
- Plan, organize, and coordinate the community leader education schedule each semester/quarter
- Assess community leaders on progress with learning objectives
- Assist the sergeant-at-arms and/or *Ritual* chairman with the execution of the graduation *Ritual* ceremony
- Encourage community leaders to assume/maintain mentorship roles
- Encourage community leaders to maintain alumni mentor/mentee relationships
- Take role at each community leader education meeting in order to track and measure attendance
- **Report during chapter meeting:** education meeting schedule, involvement updates (i.e. community leader leaderboard)
- Ensure at least 80% attendance by community leaders at community leader education meetings
- Ensure community leaders are achieving set goals, and community leader involvement benchmarks
- Keep senior members engaged with the chapter
- Attend weekly member development cabinet meetings
- Report progress to the membership development vice president
- Prepare supplemental material
- Prepare and become familiar with bi-weekly educational presentations
- Update and revise curriculum as needed
- Review position with the membership development vice president and return any written notes to successor and any other materials that were developed during your tenure as the community leader educator for future use

## Section 20 – Chapter Events/Speakers Coordinator

As the chapter events/speakers coordinator, you are the primary organizer of chapter-wide continuing education events, and guest speakers for your chapter.

### Primary Expectations

- Coordinating chapter-wide continuing education events whether on-campus or off-campus
- Coordinating guest speakers to attend chapter meetings/events (alumni, campus professionals, or parents)
- Market and promote on-campus education events/speakers
- Assist with budgeting for speakers and events
- **Report during chapter meeting:** guest speaker/events schedule, campus education event updates
- Identify and coordinate at least one chapter-wide event each semester
- Identify and schedule at least one guest speaker each per semester/quarter
- Coordinate with the chapter and/or area alumni association to hold a professional development workshop once a year
- Document chapter-wide events and speakers by completing event summaries
- Ensure enough funds are allocated in the budget to fund speakers/events
- Attend weekly member development cabinet meetings
- Report to the membership development vice president weekly on status of speakers and events
- Document events through event summaries
- Review position with the membership development vice president and return any written notes to successor and any other materials that were developed during your tenure as chapter events/speakers coordinator for future use

## ARTICLE VI – JUDICIAL PROVISIONS

### Section 1 – Members of the Judicial Board

The judicial board consists of *seven (7)* brothers. No executive council members may fill positions on the judicial board, excluding the sergeant-at-arms. The sergeant-at-arms will appoint *six (6)* brothers to the judicial board. The current sergeant-at-arms shall chair the judicial board and make up the seventh member. Of the appointed six justices, one shall be appointed by the sergeant-at-arms as a vice chair who will oversee chairing meetings in the absence of the sergeant-at-arms, writing and keeping case record.

All appointments must be approved by a unanimous vote of the executive council.

### Section 2 – Removal of Judicial Board Members

The sergeant-at-arms may petition the executive council to have a judicial board member removed only in cases of extreme dereliction of duty (not showing up, not contributing, conduct, etc.). The removal must be approved by unanimous vote of the executive council.

### **Section 3 – Role of the Sergeant-at-Arms**

The sergeant-at-arms chairs all judicial board proceedings. He shall not vote in judicial proceedings unless there is a tie, though he may offer opinion during discussion.

### **Section 4 – Jurisdiction**

The judicial board has jurisdiction over all membership sanctions implemented in the chapter. The judicial board has the authority to enforce the laws of the chapter and the Fraternity to administer sanctions accordingly.

### **Section 5 – Definition of Member in Good and Regular Standing**

A member shall be deemed a Member in Good and Regular Standing if:

1. He is in good financial standing (\$0 balance at the end of each semester)
2. He has no outstanding judicial/conduct sanctions against him
3. His grades meet the minimum chapter and Fraternity requirements

### **Section 6 – Reasons a Brother May be Tried Before the Judicial Board**

1. Conduct
2. Scholarship
3. Insufficient participation (*Ritual*, recruitment, philanthropy, meeting, etc.)
4. Financial obligation
5. Violation of Fraternity, chapter, university, local, state, or federal regulations

### **Section 7 – Quorum**

Four members of the judicial board must be present to constitute a quorum. The sergeant at arms is to be present at all judicial board meetings, but in his absence is to be led by the vice chair.

### **Section 8 – Judicial Records**

For all cases, the judicial board will keep a record of the case's details to be kept by the vice chair.

### **Section 9 – Conduct**

All members are expected to adhere to all provisions of the Pi Kappa Alpha *Constitution & Chapter Codes* and chapter bylaws, and *Ritual* of the Pi Kappa Alpha Fraternity, and to act in a manner that portrays the Fraternity in a positive light. Failure to do such will result in being sent to the judicial board for disciplinary action.

### **Section 10.1 – Scholarship Requirements and Membership Dismissal**

The only people who have access to members' grades shall be the president, scholarship chairman, and sergeant-at-arms. The judicial board may also view the grades if sanctions are brought against the member.

Members are expected to maintain a term grade point average (grade point average) no less than a 2.8. If this requirement is not met, then the following sanctions will be placed upon him:

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1. First Offense (effective in the subsequent semester after receiving below a 2.8 in any given semester):
  - Social Probation
    - Three (3) proctored study hours to be turned in weekly. Completion of which dictates weekend (Thursday-Sunday) social eligibility.
    - Bi-monthly progress meetings with scholarship chairman
  - Officers will be removed from the executive council, and chairmen will be relieved of their duties.
  - No adverse *judicial* penalty or action.
  - Not eligible to take a little brother.
2. Second **consecutive** offense:
  - Full social probation
    - Five (5) **mandatory** proctored study hours to be turned in weekly.
      - failure to comply with mandatory study hours 3 times total in a given semester will result in recommendation to the judicial board for suspension.

If a member falls below a 2.8 *semester* grade point average for *three (3) consecutive semesters*, he shall be automatically suspended from the Fraternity.

## Section 10.2 – Exemptions for New Members

New members with no preceding undergraduate academic history are exempt from the above statements due to erroneous reflections of accumulative averages.

## Section 11 – Participation

The executive council has the right to make certain events **mandatory** for all members. It is the duty of the judicial board to be aware of brotherhood participation. If the judicial board finds that a members' attendance to all events is less than 50% and their community service hours are noticeably below average, the judicial board shall meet with the individual to discuss the matter. It is at the discretion of the judicial board to determine appropriate sanctions that shall not be lesser than social probation for one full term after one formal warning and may include expulsion from the Fraternity if necessary. Furthermore, it is the duty of the judicial board to administer sanctions related to meeting attendance. Attendance is to be taken by the secretary and to be reported to the judicial board vice chair.

## Section 12 – Financial Obligation

It shall be the duty of the judicial board to oversee the administering of sanctions due to financial delinquency. Bills that are delinquent will be subject to a weekly fine of \$5. Both the fine and the principal must be paid before the debtor can be restored to good standing. Anyone who has a delinquent account is subject to the provisions of the *Constitution & Chapter Codes* of the Pi Kappa Alpha Fraternity.

## Section 13 – State-of-Fact Violations

Any violation that is *state of fact* (i.e. failure to make a payment, low grade point average) shall be regarded as a *state-of-fact violation*. These violations usually have mandatory sanctions associated with them that will immediately be levied against the brother in violation; no hearing is necessary. The

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judicial board may also include other sanctions. A notice will be sent to the brother within *two (2)* days of the violations that will detail the sanctions levied.

### **Section 14 – Other Violations**

A member must come before the judicial board if charged with any non-state-of-fact violations. The sergeant-at-arms will contact the charged brother and inform him of the charges against him. A hearing will then be scheduled for no sooner than *five (5)* days from the date of notification. If the judicial board cannot contact the member within 10 days of the charges being presented, the judicial board will conduct the hearing and reach a verdict without testimony.

A member may speak on his behalf to the judicial board at the hearing. The judicial board may ask questions of the charged brother. In addition, the judicial board may question brothers who were present at the alleged offense to obtain more information as to the circumstance and nature of the alleged offense.

After the hearing has concluded, the judicial board shall discuss and decide upon a verdict. A majority of voting members is required to find a member in violation. After a verdict is obtained, sanctions, (if necessary) will be discussed and decided upon by the judicial board.

A charged member should be notified within 24 hours of the outcome of his hearing.

### **Section 15 – Failure to Appear Before the Judicial Board**

If a member has allegations brought against him and chooses not to appear before the judicial board or chooses not to offer written testimony to the judicial board, the judicial board shall come to verdict regardless.

### **Section 16 – Penalties**

Sanctions handed down by the judicial board may include, but are not limited to, the following:

1. Monetary fines
2. Community service hours
3. Social probation
4. Study sessions
5. Recommendation to the chapter for expulsion
6. Suspension

### **Section 17 – Charges Against a Member of The Judicial Board**

When a member of the judicial board has charges brought against him, he must go before the executive council to have his case heard. All members of the executive council will be able to vote on these proceedings. A majority vote is required to find a brother in violation. The executive council will decide sanctions if necessary.

## **Section 18 – Matters Subject to Hearing**

No member may request a public hearing in front of the chapter. This may elicit biased responses and voting habits. All judicial board members are selected and scrutinized based upon their unbiased, equitable judgments.

## **Section 19 – Process for Removal of Chapter Member**

Removal of a chapter member will be done in accordance with the *Constitution & Codes* of the Pi Kappa Alpha Fraternity.

## **Section 20 – Probation**

Any member may be placed on probation for any of the following reasons:

1. Financial tardiness
2. Violation of house rules
3. Under the discretion of the chapter at Iowa State judicial board

## **Section 21 – Probation Types**

Types of probation include the following:

1. Probation from registered parties- probation from any social that is registered with the university of Iowa State taking place at a third-party venue or any event that a list is submitted to another house on behalf of Pi Kappa Alpha.
2. Social probation- probation from any socials, formals, and banquets
3. Full social probation- probation from all social events.
4. Semi-social academic probation- probation contingent on completion of proctored study hours.

## **Section 22 – Membership Dismissal**

Any member may be expelled from the Fraternity under violation of one or more of the following criteria/criterion:

1. Violation of Pi Kappa Alpha Constitution & Chapter Codes, and/or Ritual- Any member who willfully violates the *Constitution & Codes* of Pi Kappa Alpha, or the bylaws of the chapter at Iowa State will be asked to resign or face the expulsion proceedings.
2. Financial Delinquency- Any member whose general fund or housing account balance remains above \$30 for 4 consecutive weeks shall be notified by the executive council that he is officially suspended from all social functions and brotherhood events.

Any member whose general fund account balance remains above \$50 for 8 consecutive weeks shall be immediately reported to a collections agency by the treasurer and executive council.

Any member whose general fund account balance remains above \$50 for 10 consecutive weeks will be indefinitely expelled by the International Fraternity/Memorial Headquarters; at which time, he shall not attend any chapter events/meeting/operations until he is reinstated by the International Fraternity.

3. Unsatisfactory academic performance- (defined in ARTICLE VI, Section 10.1)



## ARTICLE VII – PIKE UNIVERSITY

### Section 1 – Attendance

The chapter shall attend all 3 (three) *PIKE University* events annually with the following minimum attendance numbers:

1. Regional Leadership Summit: 10 members or 15% of membership, whichever is greater.
2. Chapter Executives Conference: 3 members (president, treasurer, and recruitment chairman)
3. Summer Academy or Convention: 5 members or 5% of membership, whichever is greater.
  - a. The bi-annual Convention dictates **mandatory** attendance from a chapter delegate to conduct the business of the Fraternity.

Rising leaders and new officers should attend regional leadership summits and the Academy / Convention. The chapter will be issued a fine for absence at any Pi Kappa Alpha Convention.

### Section 2 – Budgeting for *PIKE University*

The chapter treasurer shall budget for registration costs, travel costs, and lodging for each event. Each attendee should personally budget to cover his own registration and any anticipated personal expenses. *PIKE University* is an investment that each member makes in himself to improve as a leader. As such, each member should make some personal investment. The chapter will always pay for:

1. Lodging of attendees at all events \* *Subject to change regarding endowment funds*
2. Registration of Convention delegate
3. Registration of Chapter Executive's Conference attendees (limit 3 persons).
  - a. If more than three undergraduate members attend, it shall be the discretion of the executive council how the allocated funds are distributed.

### Section 3 – Engagement

If a member attends *PIKE University* and is discovered to have not attended at least 80% of sessions, he will be required to payback any funds provided to him by the chapter, alumni, other members, the university, or other sources. A judicial board hearing for this matter will also be called.

## ARTICLE VIII – FRATERNITY BUSINESS AND MEETINGS

### Section 1 – Time and Location

Regular meetings of the chapter at Iowa State shall be held on Sunday evening of each week except for the week of final examinations. The normal meeting location shall be at a reserved room at 7pm. Chapter location and time may be changed if a majority of the executive team agrees.

### Section 2 – Notice Required for chapter Meetings

Any temporary changes as to the date, time, or place of regular meetings must be made by the chapter president. A notice must be posted at least 24 hours prior to the time for which the meeting is called.

### **Section 3 – Order of Business**

The following order of business shall be used in every meeting, but it may be suspended in part, or entirely, during any meeting, by a majority vote amongst those present upon proper motion:

1. Meeting called to order by president (reading of Preamble)
2. Roll call
3. Pinning of new brothers
4. Election of officers
5. Installation of officers
6. Reports of executive officers
7. Reports of chairmen and committees
8. Irregular and unfinished business
9. New business (motions)
10. Questions of chapter policy
11. Appointment of committees
12. Present calendar
13. Adjournment

### **Section 4 – Parliamentary Procedure**

In all matters not described herein, Robert's Rules of Order shall govern the proceedings of the chapter and shall be enforced by the sergeant-at-arms (parliamentarian).

### **Section 5 – Conduct**

Members who disrupt meetings by failing to conduct themselves with order and propriety will be warned, twice if necessary, and ejected by the sergeant-at-arms.

### **Section 6 – Dress Code**

Members shall be required to dress formally (i.e. shirt, tie, and pin) for all formal chapter meetings. Hats are prohibited.

### **Section 7 – Attendance and Tardiness**

Excessive absences and/or tardiness may result in a judicial board hearing and sanctions assigned by the judicial board. Members may be *excused* from a meeting if he notifies the secretary *24 hours* in advance (except for extreme emergencies.)

### **Section 8 – Quorum**

Quorum shall be 50 percent plus one additional undergraduate member.

### **Section 9 – Ritual in Meeting**

To be implemented once the chapter charters

## Section 10 – Mandatory Events

The executive council reserves the right to make *three (3)* functions mandatory throughout the semester (excluding formal recruitment events, formal pledging, or initiation). Functions could include meetings, or any other activity deemed vital to the chapter. Members will be provided with a two-week notice of any mandatory events.

## Section 11 – Website, Social Media, and Email Usage Policies

The chapter website shall be used only for Fraternity related business. No pictures shall be posted to the website or social media outlets that do not relate directly to the Fraternity and that do not portray the Fraternity in a positive manner.

The chapter email list shall only be used by members of the Fraternity and its advisors. All email sent through the list shall pertain to Fraternity business. No forwards or chain letters or other types of junk email should be sent through the list.

## Section 12 – Event Proposals

Any event held by the Fraternity must be officially proposed to the executive council and must be voted on by the chapter **at least one week** before the date of the event (majority vote). If the proposal calls for funding that will be voted on by the chapter membership as well.

The executive council should use their judgment on deciding whether to present an event to be approved by the chapter. Events subject to the event proposal process include, but are not limited to the following: socials, fundraisers, community service events, brotherhood events, recruitment events, and alumni events.

Emergency event proposals may be approved by the executive council with 48 hours of the event. The sergeant-at-arms has the final say on what is considered what goes under the nomenclature of “emergency event”.

# ARTICLE IX – FINANCES

## Section 1 – Financial Obligation

All members of the chapter are required to pay *all* expenses incurred for the duration of membership retention. Failure to do so will result in fines and possible judicial sanctions, as well as possible external measures to secure owed funds. Such measures may include, but are not limited to:

1. Use of a collection agency
2. Informing potential creditors of outstanding balances
3. Referral to the International Fraternity

## Section 2 – Fiscal Year Defined

The fiscal year is defined to be the twelve-month period from July 1<sup>st</sup> of each year through June 30<sup>th</sup> of the next year.

### **Section 3 – Dues**

All semester dues, installments, fines, assessments, or other monies due to the chapter are payable at the first chapter meeting of each semester/term, unless specified otherwise. Additionally, dues should be billed to each chapter member through OmegaFi no later than one month prior to the start of each term/semester. **Standard semester dues are determined by the president and treasurer per semester** and the executive council has the option to increase that amount depending on the chapter's needs. Semester dues are not to exceed a 25% increase from the prior semester. (i.e. semester 1 = \$400; semester 2 = no more than \$500).

### **Section 4 – Finance Committee**

The finance committee oversees the budgeting process and enforces the financial policies of the chapter. Most commonly, the committee is composed of the chapter treasurer (*who acts as chairman*), an alumnus advisor, assistant treasurers, the past chapter treasurer (*if available*), as well as the housing managers.

### **Section 5 – Depository of Funds**

All chapter funds should be stored through approved OmegaFi services. Neither the chapter or any individual member should use local or personal bank accounts to hold funds for the Fraternity.

### **Section 6 – Accounts**

All members shall be required to establish an account with Omega Financial, to which all weekly dues, installments, fines, assessments, or other monies will be payable to.

For Iowa State University purposes, monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

### **Section 7 – Books to Be Kept**

The treasurer shall keep a set of books and other such records as are necessary to give a complete written record of all financial transactions. These records shall be audited at the close of his term of office. The treasurer shall maintain all records necessary to give a complete written record of all financial institutions. Those transactions shall be audited at the close of his term in office. At the close of the year-long term, it is also his responsibility to update the bank with the new and outgoing signatures.

### **Section 8 – Delinquency**

Any member, who has not paid his bill in full at the beginning of each semester, has not arranged a deferred payment plan prior to the first chapter meeting of each semester, or who has deviated from such a plan in the slightest way, shall be deemed in poor financial standing and subject to the full penalties in connection therewith.

Legal action by way of national delinquency forms will be processed on any account 60 days past the last day of scholastic instruction in the semester which those dues and/or fines were assessed. Any

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member who is delinquent by one day shall be suspended from all chapter-funded activities until their account is paid in full. If the member cannot financially pay in full by the 60-day deadline, a payment plan on the schedule of four additional months to the 60 days past due, will be allowed.

## **Section 9 – Payment Plans**

For members that wish to be on a payment plan, 5 installments (payments) will be due at the discretion of the current chapter treasurer, with the first and largest payment due at the first chapter meeting of each semester, while also coordinating payments in conjunction with the social event dates of each semester.

Failure to be current with an established payment plan will result in financial probation and will prohibit members from attending chapter sponsored social events until the debt is paid.

## **ARTICLE X – NEW MEMBERS**

### **Section 1 – Invitation to join**

No person shall be invited to join the Fraternity until the chapter, or the recruitment chairman has interviewed him and approved him for such action. An individual is considered a new member after he accepts a bid and participates in the formal pinning ceremony.

### **Section 2 – New Member Reporting to the International Fraternity**

New members must be reported to the International Fraternity through OmegaFi Vault within 7 days following the new member pinning ceremony. If new members are reported on a date later than the 7-day window for reporting new members following the formal pinning ceremony, the chapter may be assessed a late fee from the International Fraternity.

### **Section 3 – Requirements for Initiation (following chapter Installation)**

To be installed as an active member of the chapter, all associate members must:

1. Meet the scholastic average required by the *Constitution & Codes* of the Pi Kappa Alpha Fraternity and those required by the university.
2. Complete *myPIKE* registration through OmegaFi.
3. Complete the new member education program.
4. Pay his initiation fee/dues in full, as well as any other bills that he might owe the chapter. Part-payment shall not be deemed as compliance with this section.
5. Comply with the International Fraternity requirements for initiation.
6. Read, understand, and sign the membership contract, the member expectation form, and move-in agreement (to live in the chapter house within two years of being an active member).

### **Section 4 – Vote for Initiation**

All new members must have a two-thirds approval of the members at the new member review meeting *prior* to initiation. This will be the final vote for a new member to be initiated.

Voting shall be conducted as outlined in the *Constitution & Chapter Codes* of the Pi Kappa Alpha Fraternity.

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## **Section 5 – Terminating Membership**

The membership of a new member may be terminated if the member violates any local or state laws, the *Standards* or Laws of the Pi Kappa Alpha Fraternity or is found guilty of disorderly conduct by the judicial board. If a new member is found to be in violation of any policy, he should be brought before the judicial board who will cast votes on his continued membership.

## **ARTICLE XI – INITIATION (to be conducted after chartering) \***

### **Section 1 – Supervision**

All initiation ceremonies and related activities shall be determined by the executive council and supervised by the sergeant-at-arms. The entire alumni advisory board and Pi Kappa Alpha chapter consultant shall be made aware of the schedule of events.

### **Section 2 – Conduction of Ceremony**

All candidates shall be initiated on the same date, one at a time. The chapter president may appoint one to three initiation team(s). The ceremony shall be conducted fully in accordance with the *Ritual*.

### **Section 3 – Initiation Reporting to the International Fraternity**

Initiations must be reported on OmegaFi *Vault* no later than 5 days prior to the scheduled initiation date by the secretary. If initiations are reported on a date later than 5 days prior to the scheduled initiation date, the chapter will be assessed a \$10 late fee per initiate.

## **ARTICLE XII – FRATERNITY SYMBOLS**

### **Section 1 – Use Of**

The general use of the Pi Kappa Alpha Fraternity coat-of-arms, and Greek letters and symbols shall be governed with the utmost respect. It shall not be placed anywhere that might be considered in poor taste or used to deface public property.

## **ARTICLE XIII – INTERPRETATION AND AMENDMENTS**

### **Section 1 – Interpretation**

Interpretation of all text in this document shall be left to the sergeant-at-arms.

### **Section 2 – Other Documents**

Social event guidelines, house rules, health and safety policy and crisis management plan are separate documents governing various aspects of the chapter. Changes in these documents shall be done in accordance with the procedures outlined within them.

## **Section 3 – Amendments**

The adoption, amendment in any manner of these bylaws shall only be accomplished by the following procedure:

1. Proposal to executive council: the proposed change shall be submitted to the executive council at a regularly scheduled meeting. The item shall be placed on the agenda as new business and shall be discussed at the next regularly scheduled meeting.
2. The proposed by-law/ amendment/ suspension/ alteration shall be read to the chapter at each of *two (2)* successive meetings and must be passed at the second reading by an affirmative vote of two-thirds of the total chapter membership.
3. The amended constitution will be submitted within 10 days to Student Engagement for approval.

## **ARTICLE XIV – HOUSE**

### **Section 1 – Respect the House**

Treat it nicely.

## **ARTICLE XV – DRUG POLICY**

### **Section 1 – Defined**

A member shall be in violation of the chapter drug policy and indefinitely expelled from the chapter, if it is reported with strong evidence, as determined by the investigation by the judicial board that:

- The member was found to be in possession of illegal drugs or using illegal drugs.
- Using illegal drugs with a new member.
- Or in situations deemed damaging to Pi Kappa Alpha International Fraternity's image/reputation.

The chapter's executive council and judicial board shall be responsible to officially execute the membership expulsion. Involved members shall be expelled due to the process set forth by the International Fraternity's *Constitution & Chapter Codes*.

### **Section 2 – Member Policy Violation**

Should any member be characterized with proven evidence or strong alleged behavior involving possession or use of illegal drugs, the executive council is required to terminate the membership immediately – upholding the “zero tolerance” policy. The use of nitrous oxide canisters, commonly referred to as “whippets” will constitute immediate expulsion regardless of legality.

## **ARTICLE XVI - CHAPTER ADVISOR**

Adviser Duties:

The Adviser of this organization shall attend executive meetings, chapter meetings, maintain communication with university administration, and assist with the leadership development of the organization's officers.

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#### Selection of Adviser:

The Adviser of this organization shall be selected by a 2/3rd vote of the executive officers. The chapter's alumni board may provide a recommendation on who should be selected as chapter adviser.

#### Adviser Term of Service:

The Adviser of this organization shall serve an indefinite term length at their leisure.

#### Removal of Advisers:

Impeachment proceedings for the Adviser shall follow the same format as Officer impeachment proceedings.

#### Replacement of Advisers:

A temporary adviser will be chosen by the chapter president in coordination with the alumni board. The process of selecting a new permanent adviser will begin right away. A temporary advisor can only be in place for at most a year or voted in as a permanent chapter advisor.